

**SHREWSBURY PUBLIC LIBRARY**

**Application for Meeting Room Use**

Application date\_\_\_\_\_ Confirmation date\_\_\_\_\_

Name of Organization/Group \_\_\_\_\_

Meeting Purpose or Function \_\_\_\_\_

\_\_\_\_\_

Reservation date \_\_\_\_\_

Hours\_\_\_\_\_to\_\_\_\_\_

Room arrangement:

Audio-visual equipment:

Conference style\_\_\_\_\_

16mm projector\_\_\_\_\_

Auditorium style\_\_\_\_\_

slide projector\_\_\_\_\_

Tables needed\_\_\_\_\_

screen\_\_\_\_\_

# of tables\_\_\_\_\_

cassette player\_\_\_\_\_

Refreshments being served\_\_\_\_\_

Poster/Literature, etc.\_\_\_\_\_

Applicant's Name/Signature\_\_\_\_\_

Address\_\_\_\_\_

Telephone: Business\_\_\_\_\_

Home\_\_\_\_\_

Name of Staff taking application\_\_\_\_\_